Welcome to the Research and Creative Activity Update!
To share information quickly rather than through multiple emails, we will be providing weekly updates for researchers, scholars, and staff to keep up-to-date on grant program changes, deadlines, notices, and training, with links to expand the information you may be interested in.

Thank you for your contributions to research and creative activity at NDSU.

These weekly email updates are archived on the [RCA Website](https://community.ndus.edu/login/index.php).

**EVENTS**

- Life Cycle of the Award Series - Award Management – April 12, 2016
- NSF Day at NDSU – May 18, 2016

**REMINDERS**

- IMPORTANT REMINDER – F&A Requirement
- NDDOC Venture Grant Program Deadline Approaching
- Employment of Relatives as a COI

**NOTICES**

- Foundation Directory
- Q500 Thermogravimetric Analyzer
- Budget Strategies When Working with Industry
- Institutional Commitment/Support vs. Cost Share

**Life Cycle of the Award Series - Award Monitoring/Award Management**

*April 12, 2016 | 11:30 a.m. – 2:30 p.m. | Research 1, Room 148/154*

From the [NCURA](https://www.ncura.org) website: The fifth offering in the Life Cycle of the Award Series focuses on award management strategies and techniques for both the central and departmental research administrator tasked with financial oversight of sponsored awards. This three-hour workshop will focus on what to look for during award initiation and award close out, as well as discuss strategies for how the research administrator can best support the PI during the period of performance to maximize award spending, while effectively managing risk. Furthermore, this online workshop will review some perennial hot topics such as cost transfers, subaward monitoring, cost sharing and effective and efficient award close outs.

You are welcome to bring your lunch to this session. If you are interested in information from any of the webinars in this training series, the Life Cycle of Awards videos and training materials are available through Moodle Learning Systems [https://community.ndus.edu/login/index.php](https://community.ndus.edu/login/index.php). When signing in, please use your NDUS username and password. If you
Registration Now Open for NSF Day at NDSU – May 18, 2016

The National Science Foundation (NSF) and North Dakota State University are pleased to invite you to participate in our upcoming NSF Day to be held on Wednesday, May 18, 2016, on the North Dakota State University campus in Fargo. A draft agenda is available on the NDSU Research Development website. The following NSF representatives and program officers will be on-site to present their respective directorates and host breakout sessions:

**Biological Sciences:**
Alan Wilson, DEB

**Computer & Information Science & Engineering:**
David Corman, IIS

**Education & Human Resources:**
Jodi Chase, HRD | David Haury, DRL

**Engineering:**
Don Millard, EEC

**Geosciences:**
Alex Isern, EAR

**Office of Integrative Activities:**
Dragana Brzackovic, IA

**Office of International Science & Engineering:**
Franklin Carrero-Martinez

**Math & the Physical Sciences:**
Nandini Kannan, DMS

**Social Behavioral Economic Sciences:**
Colleen Fitzgerald, BCS

**Budget, Finance & Award Management:**
Samantha Brewton Hunter, Policy

The registration site is open until May 6, 2016 – REGISTER NOW. Contact ndsu.researchdev@ndsu.edu with any questions.

**IMPORTANT REMINDER – F&A Requirement**

In accordance with NDSU Policy Section 813 subpart 5, the inclusion of F&A is required on every grant and contract proposal, unless such costs are specifically prohibited by the sponsor. If a funding opportunity has a limitation as to the payment of F&A, PI’s should provide a copy to SPA of the funding opportunity with that section clearly marked at the time the PTF is routed. In the absence of specific funding opportunity language, if a sponsor has a limitation as to the payment of F&A, then at the time the PTF is routed PI’s should provide a copy of that sponsor’s clear established policy that is publicly posted on their website.

Industry is expected to pay the full, applicable F&A expenses associated with every sponsored project. Any consideration of a reduction of the applicable F&A essentially means that the state is providing part of the funding for the project which would constitute a use of public funds for private benefit.

For more information regarding F&A rates, visit SPA’s website for Institutional Information.

**NDDOC Venture Grant Program Deadline Approaching**

*The final submission deadline for a Venture Grant proposal in FY-16 is May 20, 2016. Please contact the Technology Transfer Office (1-6681) before May 1, if you are planning to submit a proposal and would like our assistance. The Phase I Venture Grant’s purpose is to determine if a technology/invention would be potentially feasible for a North Dakota start-up or spin-off business. Phase II is to further develop the technology/invention with an objective that it will result in a license to a start-up or spin-off a business. Information about the Venture Grant Phase 1 or Phase 2 can be found at the North Dakota Department of Commerce’s webpage [here](https://www.nd.gov/ndcommerce). The Venture Grant application can be found [here](https://www.nd.gov/ndcommerce).*

**Employment of Relatives as a COI**

NDSU’s policy on employment of relatives is found in Section 110 of the NDSU Policy Manual: [https://www.ndsu.edu/fileadmin/policy/110.pdf](https://www.ndsu.edu/fileadmin/policy/110.pdf). Any employee that has a direct or indirect personal or financial interest that could create a conflict of interest or the appearance of a conflict of interest in an agreement is required to disclose the (potential) conflict of interest to their supervisor for management. (See Section 151 (3.1) [https://www.ndsu.edu/fileadmin/policy/151.pdf](https://www.ndsu.edu/fileadmin/policy/151.pdf)) In terms of the submission of proposals, the “COI” box found just
above the signature lines should be marked “Yes” if there is an “immediate family” relationship, as defined by Section 110(3), between a PI and/or co-PI(s) or other personnel that will be compensated from the award if the proposal is successful. This will enable proper oversight of the conflict of interest. Please contact Val Kettner (1-9608 or val.kettner@ndsu.edu) with questions.

Foundation Directory
RCA Business Development has just subscribed to Foundation Directory Online. This subscription allows us to search over 100,000 grantmaker profiles by a number of criteria including field of interest and type of grant (cash to recipient, pro bono services, equipment donation, etc.). Additional information is available about foundations including a synopsis of the last five years of a foundation’s giving by subject area, geographic area, and award sizes. Additional information is available at https://www.ndsu.edu/research/foundations/ or you can contact NDSU.BusinessDev@ndsu.edu.

Q500 Thermogravimetric Analyzer
Thermogravimetric Analysis (TGA) measures weight changes in a material as a function of temperature or time under a controlled atmosphere. Its principal uses include measurement of a material's thermal stability and composition. Thermogravimetric analysis instruments are routinely used in all phases of research, quality control, and production operations. A variety of analytical techniques including derivative thermogravimetric analysis and isothermal analysis can be employed with advanced software options. The features of this TGA include; a temperature range of 25–1000°C, an atmosphere of air, argon, helium, nitrogen or oxygen, heating ramp rate of 0.5-50°C/min and a balance sensitivity of +/- 1.0µg. Tools such as these and many others managed by the Research Operations Recharge Center are
Budget Strategies When Working with Industry

When contemplating a sponsored project funded solely by an industry partner, a detailed budget and budget justification is frequently provided to the sponsor similar to what is done for any federal or other sponsored project. These budgets reflect the actual costs of performing the research, with a separate line item for the indirect costs (Facility and Administration expenses or F&A) of the project.

A preferred approach for industry sponsors is to provide a fully burdened budget, which is a budget format where F&A is included in each expense line rather than being listed as a separate line item. This budget format is more familiar to industry than the detailed budget commonly provided to federal agencies. Fully burdened budgets should include the following statement: “Budget categories are composed of fully burdened costs. Profit is not included as NDSU is a Public/State Controlled Institution of Higher Education and a non-profit entity.”

If using the fully burdened budget option, the detailed budget and budget justification is still required to be routed to Sponsored Programs with the Proposal Transmittal Form for internal review and approval, in addition to the fully burdened budget. SPA will have a form available soon which will automatically create a fully burdened budget from a detailed budget, eliminating the need to create two budgets.

Faculty and staff are encouraged to contact RCA Business Development staff (NDSU.BusinessDev@ndsu.edu) as early as possible for assistance related to working with industry partners. Business Development can offer guidance when discussing research options and NDSU policies, including IP and F&A.

Institutional Commitment/Support vs. Cost Share

Institutional commitment/support is intended to show department/college/university support that will be available to a project, without providing specific dollar amounts that could be construed as auditable cost share by a sponsor. By contrast, cost share is intended to show institutional approval of the cost share commitments listed in the budget and budget justifications. Specific dollar amounts included in budgets as cost share are considered auditable cost share.

Sponsored Programs has added samples of an institutional commitment letter and a cost share letter to the Sponsored Programs website https://www.ndsu.edu/research/sponsored_programs_admin/forms/ for use by faculty and
staff. Additional guidance related to the sample letters has also been included on the Sponsored Programs forms webpage.

Please keep in mind that cost share should not be included in a proposal unless it is specifically mandated by a sponsor. And when mandated, cost share should only be provided at the required level. NDSU Policy Section 814 should also be reviewed when cost share situations arise: https://www.ndsu.edu/fileadmin/policy/814.pdf.

You are receiving this notification through the NDSU official staff or faculty listserv or sub-list. The official listserv refreshes after each pay period.

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